

## MEMORANDUM

**DATE:** October 15, 2004  
**TO:** District Superintendents  
Local Directors/Administrators Career and Technical Education  
**FROM:** Milton D. Ericksen, Deputy Associate Superintendent and  
State Director Career and Technical Education  
**SUBJECT:** Notification of Intent for New Programs for School Year 2005-2006

### ***Rationale:***

The Career and Technical Education (CTE) Division has developed a *Notification of Intent* form for you to notify the CTE Division when you intend to implement a new CTE program. The CTE Division uses the Classification of Instruction Program (CIP) Codes to collect CTE enrollment. **A NEW CTE program is defined as any Level III program CIP code at any site not reporting enrollment and performance measures data under that CIP code during the previous year.** The form serves several purposes:

1. Under certain limited circumstances the Carl D. Perkins Act of 1998 allows districts to expend funds on **new** CTE programs. Please submit the attached *Notification of Intent* form for any new CTE program you intend to offer during the 2005-2006 school year (see bold definition above). Return the form by FAX or mail. Submission and approval of the form will allow the new CTE program to be considered for expenditures in the federal Basic Grant application.
2. Upon receipt of the *Notification of Intent* form, the assigned Program State Supervisor will contact you to verify receipt of the form, provide targeted technical assistance in assessing your needs and provide clearly identified expectations for new CTE programs.
3. In addition, the process will enable us to assign a "birth date" so we can easily identify programs that will require two years to produce CTE Concentrators. This allows the system internally to improve the validity and accuracy of your data.
4. In some cases, the Notification of Intent form alerts the CTE Management Information Systems that a new district may qualify for Perkins Basic Grants funds in the upcoming school year.

The following scenarios explain when a *Notification of Intent* form is necessary for a new program in the 2005-2006 school year:

### **Scenario #1**

You are a new school district, planning to offer a new CTE program next year. You plan to begin the program by offering Level II competencies such as those identified for Applied Biological Systems, Business Management Technology, Life Connections, Industrial Technology or Information Technology;

**Scenario #2**

You submitted a *Notification of Intent* form for the current school year and only reported enrollment in a Level II course code at one site and you are planning to offer a Level III program CIP code for the first time as part of the program sequence of instruction in FY 2006 at the same site;

**Scenario #3**

You plan to implement a new program CIP code next year including all Levels I, II and III program competencies;

**Scenario #4**

Your district offers several comprehensive CTE programs at one site and you are planning to add a new Level III program CIP code at the same site;

**Scenario #5**

Your district currently offers, for example CIP 52.0200 at one site, and you are planning to offer CIP 52.0200 at another site or at a new high school in 2005-2006;

**Scenario #6**

Your Notification of Intent form was “withdrawn” for the current school year and you intend to offer the program next year;

**Scenario #7**

Your district currently offers a CTE program that you plan to transition into a similar program next year. For example, you currently offer Administrative Information Services, CIP 52.0400, and you are planning to transition to Business Management and Administrative Services, CIP 52.0200, next year. This will allow the CTE Division to accommodate CIP changes in your reporting during the transition and credit the students to the correct program. The CTE Division will prepare the electronic linkage so you will have Concentrators and Completers.

**Scenario #8**

Your district intends to expand your existing program by offering an **additional CTE program option or transitioning to a new CTE program option**. The competency lists for the various program options can be obtained from [www.aztechprep.org](http://www.aztechprep.org). Your program teachers will receive specific program option updates and notices regarding professional development opportunities following the submission of the *Notification of Intent* form with the new program option information.

***Determining Factors:***

The Carl D. Perkins Act of 1998 provides guidance that all CTE programs must be of sufficient size, scope and quality to be effective. *CTE programs need to have a large enough student enrollment to report Concentrators, Completers and Placements annually.* In 2001, sufficient size was defined in Arizona by the CTE Division in collaboration with the Accountability System Team as:



- Average program enrollment of five students per semester for high school site with ADM of less than 300 students or
- Average program enrollment of ten students per semester for high school sites with ADM of 300 or more students.

**If your district currently has programs that have been unable to produce Concentrators, and Program Completers since FY 2003, do not submit a *Notification of Intent* form to begin a new program. Districts will be encouraged to use next year as a planning year if they have been unable to produce concentrators or completers for their existing programs. The program area State Supervisor approves all new programs.**

CTE programs must be listed on the Arizona Department of Education 2006 CTE Program List to be considered for expenditures of state and federal funds. The 2006 CTE Program List with corresponding CIP codes is included in this mailing. Curriculum framework with required instructional competencies have been or will be developed for each of the programs on the CTE Program List. Competency lists and curriculum framework can be obtained from [www.aztechprep.org](http://www.aztechprep.org) or through the appropriate Program State Supervisor listed on page four.



In December 2002, the Automotive Technologies Curriculum Framework was completed. The occupational competences for both options are aligned with the National Automotive Technician Education Foundation (NATEF) and the Automotive Service Excellence (ASE) Standards. All districts that intend to implement a new Automotive Technology Program will be expected to apply for NATEF certification for self-evaluation. **A new CTE program is defined as any Level III program CIP code at any site not reporting enrollment and performance measures data under that CIP code during the previous year.** The standards are available at [www.natef.org](http://www.natef.org). Since the previous curriculum competencies have now expired, no new Automotive Technologies program will be approved if they do not meet the NATEF standards.

Federal and state CTE funds are supplemental to district funds. Your district should support CTE programs with local district funds. By submitting a *Notification of Intent* form, the approved Level III program CIP code will generate CTE state funding for 11<sup>th</sup> and 12<sup>th</sup> grade students during the 2006-2007 school year. 40<sup>th</sup> and 100<sup>th</sup> day enrollment data reported during the 2005-2006 school year is the basis for the 2006-2007 school year state funding. Based upon an approved federal Basic Grant application, you could receive federal Carl D. Perkins funds in the 2005-2006 school year.

***Deadlines/Instructions:***

**The *Notification of Intent* form must be received at the CTE Division no later than April 1, 2005 for the 2005-2006 school year.** Upon receipt of the form, the Program State Supervisor will contact you.

In some unique situations, a district may be unable to meet the April 1<sup>st</sup> deadline. A second stage *Notification of Intent* form is available to districts that already offer approved CTE programs. The following items are required along with the Notification of Intent form by September 15, 2005:

1. Rationale for the new program
2. Rationale for late submission

3. Copy of Level III teacher certification or plan for submitting application
4. Accurate fall enrollment for 2005-2006 school year
5. Career and Technical Student Organization implementation plan
6. Level II and Level III course syllabus
7. List of Advisory Committee membership

The *Notification of Intent* form is available on the CTE web page at <http://www.ade.state.az.us/cte/WhatsNew/default.asp>. The instructions for completing the *Notification of Intent* form are listed below:

1. Complete one form for **each** program and new option for **each** site location, even if the district is already offering the program at another site.
2. Complete **all** blanks in the Program Information area and check the appropriate boxes. Include the Option information if appropriate.
3. State your planned course sequence with projected implementation date and projected enrollment. **All state-designated program competencies must be delivered (Levels I, II and III).**
4. Record teacher information, if known. If not known at this time, indicate "To Be Determined".
5. Secure **all** required signatures in the signature section. If the teacher is unknown, the signature of a department head must be included.
6. The Superintendent's signature is required on the form this year.
7. Submit completed notification with original signatures to:



Ms. Helen Bootsma  
Manager, Career Pathways Team  
Career and Technical Education Division  
Arizona Department of Education  
1535 W. Jefferson, Bin #42  
Phoenix, AZ 85007

FAX 602-542-1841

This notification process will provide the CTE Division with valuable information to assess your needs and provide technical assistance. If you have any questions regarding developing new CTE programs, contact the appropriate Program State Supervisor for additional information.

Agricultural Education	Dennis Fiscus	602-542-5356
Business Education	Janet Gandy	602-542-5046
Education Professions	Jan Brite	602-542-4365
Family and Consumer Sciences Education	Lila Kleinkopf	602-542-5487
Health & Community Service Careers	Shirley Krafft	602-542-3374
Industrial Technology Education	Tom O'Dell	602-542-5423
Marketing, Media and IT Education	Shea Padilla	602-542-5049

Attachments  
2005-2006 Notification of Intent Form  
2006 CTE Program List